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21 December 1964

MEMORANDUM FOR: Chief, Administrative Staff, CR

SUBJECT : Quarterly Economy Report

REFERENCE : Your memorandum dated 6 November 1964;
Subject: Guidelines for Preparation of
Quarterly Economy Report

A. New Economies Effected:

1. The DARE System of reproducing copies of the first pages of information reports in lieu of the typed bibliographies on multilith mats for the intellofax cards was put into effect on 2 November 1964. A savings in the typing of multilith mats and reproducing them in PSD has been realized, although the added chore of reproducing the DARE images tends to offset the PSD savings. However, the intellofax cards should be prepared much quicker now and the files will be more current. The Document Division has also realized a savings by the sharp decrease in the need for title expansions and the writing of abstracts.

2. The Division sustained a T/O cut of four (4) positions (two GS-9's, one GS-6 and one GS-4) for FY 1965. The two GS-9's were required for the indexing of non-CIA cables which was stopped in September of 1964. The lack of requests for these cables from the Library collection did not warrant continuing this project. With the increased efficiency attained in document processing, the Division was able to absorb the balance of these cuts with little or no change in services.

3. Specific series of foreign documents were identified as information reports and transferred from Publications Section to the Reports Section. This has eased the workload in the Publications Section and at the same time resulted in more efficient processing of this material.

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B. Economies in Process:

The duplication of dissemination of certain overt-type publications between Acquisitions Branch of the CIA Library and the Publications Section of the Document Division is under study with a view of eliminating this duplication by having all copies of the same document received and disseminated at one point.

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Chief, Document Division

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